

AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.		
FOR AGENCY USE	1. Agency Address		FOR RECORDS MANAGEMENT USE
Application Date	Department of Veterans	Service	Application Number
1-6-81	246 Sycamore Street	- 5 <b>c, y r 6c</b>	76-137-A
Application Number	Decatur, GA 30030		Date Received Date Completed
			1-8-81 1-15-81
2. Person to Contact	·	Working Title	Telephone Number
Harry	y B. Brown, Jr.	RMO	656-2307
3. Action Requested		,	
	Schedule; record will continue to accur		
	ccumulation; no further accumulation		
c. 42 Amend Application 4. Dates of Series	No. <u># 76-137-</u> Check One: D 5. Records Series Title (followed by		
Earliest Latest	5. Records Series Title pronowed by	title used in Office, it di	i ereitj
1971   to date	Veterans Certficate of I	icense Tax Exempi	ion File
6. Division and Office Function		·	which this record series is created?
	dministers services related		
	matters pertaining to vetera		
	families about all veterans their families in securing		
advising vecerans and	there runtifies in securing	the belief tes to t	which they are emercial.
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	•		$\mathcal{L}_{\mathcal{A}} = \{ (1, 1) \mid \mathbf{x} \in \mathcal{A} \mid \mathbf{x} \in \mathcal{A} \mid \mathbf{x} \in \mathcal{A} \}$
7. Record Series Description	This file contains the following doc Attach samples of the file.	uments <i>(include form nu</i>	mbers and titles, if any):
	he application by veterans xemption	for Free Business	License Certificate of
included are: Applianti	on fou Votemanla Contificat	o of License Tay 1	Typmotion VCO 25 and
Veteran's	on for Veteran's Certificato Certificate of Exemption, V	e of Elcense lax ( VSO-26. The original	inal of the form VSO-25
is retain	ed by the Department of Vet	erans Service to	support the issuance of
the State	certificate of exemption for		
is also r	etained in this file.		
entropy of the dual day	idual Caldona - alubabasisali	1., h., nam-	
File is arranged: In IndIV	idual folders, alphabetical	ly by name.	
		*	
B. Monthly Reference Rate	How often are records referred to	_	0
One to six months oldI twenty-five months and older	Seven to twelve months old?	; Thirteen to	twenty-four months old;
9. Annual Rate of Accumulation	n of Records  : Legal-size drawers;	0 347	)-h((
Letter-şize drawers	Legal-size drawers;	Shelves U	Other (specify)
	· · · · · · · · · · · · · · · · · · ·		

(Over)

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х		a. Is this the off If not, where	• •	he series?		# 16 mm
	X	1		fidential information	on requiring security handling? If yes, cite law or regu	lation.
-	<del>                                     </del>	c. Is this a vital	record?			.1
	X			cal or long term re	search value?	· · · · · · · · · · · · · · · · · · ·
					t necessary to keep the entire file for a long period, co	uld these
-	X		scheduled ser		- Library W	
$\vdash$					published? If yes, attach copy, analyzed and/or recorded in a summarized report?	<del></del>
	X	If ves. attach	CODY.			·
	^_	If yes, where?	<b>,</b>		ice, or in another office or agency?	
<u> </u>	$-\frac{X}{X}$				y microfilmed?	
119		ion Requirements		t in a computer prin	ntout? ires the series to be kept:	
' ' '				•		
	a. Stat	<del>_</del>		years.	<b>!</b>	years.
1		tute of limitation eral law	- <del>-</del>	years.	•	years, years.
. [	<b>u,</b> 1 60			yedi 5.	. I social retention mad octions	Year 3.
- [	Attach	copy or excert of	laws or regulat	tions. Explain adm	inistrative need.	
		e reference n	_			er-
}	01110					
12	Approv	red Disposition Inst	ructions T	This agency recomn	nends that the file series be cut off at the end of each:	<del></del>
					☐ Fiscal Year: ☐ Other	
ł					year(s); then	-
			_	year(s) Idyear		
	🖄 Desi	tr <b>oy</b> .		-	•	
1		nsfer to State Archi	ives for perma	nent retention.		
	☐ Oth	er (Specify)			-	<u> </u>
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	These is	astructions analy to	n all brior and	future accumulation	ons of the series	
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-		1/0	<del></del>	7 - 2:	I Provide March 1975	
Age	ncy Head	d/Designee (Signat	ure)	Date	Records Management Officer (Signature)	Date
4	Jan	my BS/1/1	arman.	1-6-81	Warten In delaum t	1-6-81
1	1	1			Stoke Records Commission (C.)	1_ <u>2</u>
1					State Records Committee (Signature)	Date
Rec	ommend	ations in para-		-		Date
grap	h 12 are	approved.	State Au	ditor/Designee	mustand	1-13-81
grap (If o	h 12 are	approved. red, attach letter	State Au	ditor/Designee	Carroll Haix	
grap (If o	h 12 are lisapprov	approved. red, attach letter	Secretary	AR	Carriel Har	



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FOR AGENCY USE	1. Agency Address	FOR RECORDS	MANAGEMENT USE
Application Date	Department of Veterans Service	Application Number	
3-24-76	1 Hunter St., SW Atlanta, Georgia 30334	76-13	7
Application Number	vitania, gentara 20224	Date Received	Date Completed
#9		APR 2 0 1976	MÁY - 7 1976
2. Person to Contact	Working Title		Telephone Number
	Harry B. Brown, Jr. RMO		656-2332
3. Action Requested		•	
· ·	Schedule; record will continue to accumulate.		
	cumulation; no further accumulation anticipated.		
c.			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if a	(ifferent)	¥ − −g − c − c g
1971   to date	Veterans Certificate of License Tax	Exemption F.(-	e 1, 150 S4-55
i. Division and Office Function	What is the function of the Division and the Office in	which this rooped so	eine in annahud?
	and the second of the second o	ng the benefits	to which
· ·	the state of the s		
	medical transfer and a second of the	um vum viiminen kaalen kaalen kalendari kaalen kaalen kaalen kalendari kalendari kalendari kalendari kalendari Kalendari kalendari	
	in the state of th	April 1980 - Sila	
. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if a	any):
	e application by veterans for Free Business temption.	s License Certi	ficate of
and the original	ication for Veterans Certificate of License file copy of the Veterans Certificate of Edit is presented by the veteran to the Ordinal ertificate of Eligibility.	xemption (Form	VSO TE-C). The
	garan (1877) - Popular (1880) - North Control		en et it dan <del>sk</del> at f
File is arranged: Alphabet	ically.		
. Monthly Reference Rate	How often are records referred to which are:	<u></u>	
One to six months old1 twenty-five months and older	; Seven to twelve months old; Thirteen t	-	ns old <u>0</u> ;
. Annual Rate of Accumulation Letter-size drawers25_	n of Records	Other (specify)	0 4

8. Is this the official copy of the series?  If not, where is it?  A Does the series contain confidential information requiring security handling? If yes, cite law or regulation.  X c. Is this a vital record?  X d. Does this series than historical or long term research value?  4. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled seneptately.  X f. Is this information contained in this series ever analyzed and/or recorded in a summarized report?  If yes, where?  X h. Is this information contained in this series ever analyzed and/or recorded in a summarized report?  If yes, where?  X h. Is this series for a make portion of lift regularly microfilmed?  X i. Is this series for a make portion of lift regularly microfilmed?  X j. Does the record series result in a computer unitout?  11. Retention Requirements  The following requires the series to be kept:  a. Statute of limitation	YES	NO	10. Questionnai	re (Place an "	'X" in the proper	columni)	**************************************	e 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.  X	X	٠,			ne series?		<del>-</del> .	
X   C. Is this a vital record?					idential information	on requiring security handlin	g? If yes, cite law or regu	llation.
X d. Obes this series have historical or long term recearch yalleg?			o le thie a vita	I record?	:		· · · · · · · · · · · · · · · · · · ·	.1
e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these occuments be schildled spatiative?  X					al or long term re			<del>A</del>
Section   State   St			e. When one o	r two documents	s in the file make i	t necessary to keep the entir	e file for a long period, co	uld these
x s. is the information contained in this series ever analyzed and/or recorded in a summarized report?  If ver, witach oppy.  x h. is there a duplication of this series in your office, or in another office or agency?  If yet, where?  x i. Does the record series result in a composite printout?  If Retention Requirements  The following requires the series to be kept:  a. State Law			documents	be scheduled sep	arately?			
It was attach copy.	<u>{</u>	A		***		· ·		
N. Is there aduplication of this series in your office, or in another office or agency?   Yes, where?   X   I. Is this series for a major portion of its regularly microtilmed?   X   I. Does the record series result in a computer printout?   X   I. Does the record series result in a computer printout?   X   I. Does the record series result in a computer printout?   X   I. Does the record series result in a computer printout?   X   I. Does the record series result in a computer printout?   X   I. Does the record series result in a computer printout?   X   I. Does the record series result in a computer printout?   X   I. Does the record series result in a computer printout?   X   I. Does the record series to be kept:   A. Audit period   Years.   A. Audit period   Years.   A. Administrative need   Years.   A. Attach copy or excert of laws or regulations.   Explain administrative need.   Years.   A. Attach copy or excert of laws or regulations.   Explain administrative need.   Years.   A. Attach copy or excert of laws or regulations.   Explain administrative need.   Years.   Ye		х			in this series ever	analyzed and/or recorded in	n a summarized report?	- 
X   1. Is this series for a malor portion of lift regularly microfilmed?   X   1. Does the record series result in a computer unitout?		x	h. Is there a du	plication of this	series in your offi	ce, or in another office or a	gency?	
X   J. Does the record series result in a comouter orintout?   The following requires the series to be kept:   A. State Law		X	i. Is this series	for a major port	tion of it) regularly	/ microfilmed?		
11. Retention Requirements  a. State Law		X						
a. State Law	11. F							in a super-section
b. Statute of limitation		Stat	a law		VASER	d Audit period	•	**
Attach copy or excert of laws or regulations. Explain administrative need.  Office reference need is 12 months.  12. Approved Disposition Instructions  This agency recommends that the file series be cut off at the end of each:  Scalendar Year;   Fiscal Year;   Other							 need	1 years
Attach copy or excert of laws or regulations. Explain administrative need.  Office reference need is 12 months.  12. Approved Disposition Instructions  This agency recommends that the file series be cut off at the end of each:  (A Hold in the current files area 12 month(s) year(s); then  Transfer to local holding area; hold year(s); then  Transfer to State Records Center; hold year(s); then  Destroy.  Transfer to State Archives for permanent retention.  Other (Specify)  These instructions apply to all prior and future accumulations of the series.  Agency Held/Designee/ (Signature) Date  Records Management Officer (Signature) Date  Recommendations in para-  raph 12 are approved.  State Auditor/Designee  Attorney General/Designee  Attorney General/Designee  Attorney General/Designee  Attorney General/Designee					•	•		· -
Office reference need is 12 months.    Calendar Year:   Fiscal Year:   Other   then,	Ī	. ,						2 7 1 1
Office reference need is 12 months.    Calendar Year:   Fiscal Year:   Other   then,	A	Attach	conv or excert o	f laws or regulati	ons Explain adm	inistrative need.		
Approved Disposition Instructions			De la cacció	or regulati	C. CAPIDIO GOII			
Calendar Year:   Fiscal Year:   Other			Of	fice referen	ice need is 1	2 months.		• <b>∵</b> • <b>∵</b> • • •
Calendar Year:   Fiscal Year:   Other				. •				
Calendar Year:   Fiscal Year:   Other								
Agency Head/Designee/ (Signature)  Pete Wheeler  State Records Committee (Signature)  Date  State Records Committee (Signature)  Date  State Auditor/Designee  Attorney General/Designee  Attorney General/Designee  Date  Records Management Officer (Signature)  State Auditor (Signature)  Date  State Records Committee (Signature)  Date  State Auditor/Designee  Secretal of State/Designee  Attorney General/Designee	Q Q	Tran Dest Tran	isfer to State Rec roy, isfer to State Arc	∞rds Center; hol	dye			
f disapproved, attach letter f explanation.)  Secreta/Vet State/Designee  Attorney General/Designee  Attorney General/Designee	Agenc	y Head	I/Designee/ (Signee/ (Signee/ Signee/ Signee/ Signee/ Signee/ Signee/ Signee/ (Signee/ Signee/ Signee/ Signee/ Signee/ Signee/ Signee/ (Signee/ Signee/ Signee	Teture)  Vere  Wheeler	Date 3-24-76	Records Management Off	ry B. Brown, Jr.	3-24-76
Attorney General/Designee Canal Hours 5-3-76				State Auc	ditor/Designee	William M 1	ylon	15-5-76
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